

REQUEST FOR PROPOSAL FOR SERVICES

LRPS-2022-9173345

25 February 2022

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Provision of Complementary Construction Works of Yatta Water Supply System as detailed in the attached Annexes (A-F):

Annex A - UNICEF's Standard Construction Contract, its Annexes and Appendixes.

Annex B - Technical Specifications (part 1 & part 2)

Annex C - BOQs (Excel format and PDF format). Annex D - Final Design Report

Annex E - Yatta Project Assessment Report. Annex F - Drawings

SEALED proposals should be sent to:

UNICEF, SoP

Attention: BID section

Beit Hanina, Al Kindy St.

Jerusalem

Attention: BID SECTION

IMPORTANT - ESSENTIAL INFORMATION

The reference LRPS-2022-9173345 must be shown on the envelope containing the proposal. Proposals must be sent separately and must not be included in packages containing samples.

The Request for Proposal for Services form must be used when replying to this invitation. You are welcome to enclose your own specifications, if necessary.

Proposals must be received at the above address by latest 15:00 hours (Jerusalem time) on 31 March 2022 and will be opened at 10:30 hours (Jerusalem time) on 01 April 2022. Request for Proposal for Services received after the stipulated date and time will be invalidated.

It is important that you read all the provisions of the Request for Proposal for Services to ensure that you understand and comply with the UNICEF's requirements. Note that failure to submit compliant proposals may result in invalidation of your proposal.

THIS REQUEST FOR PROPOSAL FOR SERVICES HAS BEEN:

Prepared By:



Date: Feb 25, 2022

Lousana Sharif

(To be contacted for additional information, NOT FOR SENDING PROPOSALS)

Email : lsharif@unicef.org

Approved By:



Date: Feb 25,2022

Ahmad Abu Rmaileh

REQUEST FOR PROPOSAL FOR SERVICES FORM

This FORM must be completed, signed and returned to UNICEF.
Proposal must be made in accordance with the instructions contained in this Request for Proposal for Services (RFPS).

TERMS AND CONDITIONS OF CONTRACT

Any Contract resulting from this RFPS shall contain UNICEF General Terms and Conditions for Institutional and Corporate Contracts and any other Specific Terms and Conditions detailed in this RFPS.

INFORMATION

Any request for information regarding this RFPS must be forwarded by email to the person who prepared this document, with specific reference to the RFPS number.

The Undersigned, having read the Terms and Conditions of RFPS No. **LRPS-2022-9173345** set out in the attached document, hereby offers to execute the services specified in this document.

Signature: _____

Date: _____

Name & Title: _____

Company: _____

Postal Address: _____

Tel No: _____

Fax No: _____

E-mail Address: _____

Currency of Proposal: _____

Validity of Proposal: _____

Please indicate which of the following Payment Terms are offered by you:

10 Days 3.0% _____ 15 Days 2.5% _____ 20 Days 2.0% _____ 30 Days Net _____ Other _____

Item	Service Description	Quantity	Unit	Unit Price	Price
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10 Comp. Construction works -Yatta Project

Provision of Complementary Construction Works of Yatta Water Supply System as detailed in the attached Annexes (A-F):

Annex A - UNICEF's Standard Construction Contract, its Annexes and Appendixes.

Annex B - Technical Specifications (part 1 & part 2)

Annex C - BOQs (Excel format and PDF format)

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Annex F - Drawings

Comp. Construction works -Yatta Project	1	PU			
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SPECIAL NOTES

LRPS-2022-9173345 Forecast Schedule:

Please give special attention to the Forecast Schedule and the site visit schedule of this LRPS:

The schedule of the contractual process is as follows:

- a) Circulation of the LRPS documents + annexes by email, UNGM, Jobs.ps and Al Quds Newspaper on Friday Feb 25th, 2022.
- b) Site visit and Pre-Bid conference with interested bidders will be conducted at 10:00AM on Wednesday March 9, 2022 at Yatta Municipality. Site visit and Pre-Bid conference are mandatory for all interested bidders. Please confirm your attendance by email to : optsuppliers@unicef.org not later than 15:00 on Tuesday March 8, 2022
- c) UNICEF response to queries/ "Technical Clarification Report" by Tuesday, 15th March 2022.
- d) Closing date and time for submission of full proposal by Bidders not later than 15:00 on Thursday, 31st of March 2022.
- e) Award Notice: Monday 25 April 2022.
- f) Signature of contract: Monday, 8th of May 2022.

Important notes:

- **The bidder should submit a Bid bond, 3% of the total value of bidder's financial offer and valid for 60 days of the Tender's Opening date.**

- Prices should be in Israeli Shekels (NIS) excluding VAT.

- For hard copy submissions: the bidder should strictly submit two separate envelopes for technical and financial proposals.

- For Technical proposal: **It is mandatory to submit digitalized documents (on USB Flash Disk, or CD) for the technical proposal.**

- For the Financial proposal: **It is mandatory to submit digitalized documents (on USB Flash Disk, or CD) for the financial proposal.**

- The validity of offers should be at least for 120 days from submitting the offers.

- The successful tenderer will be informed by UNICEF, in writing, within a period of (30) thirty days from the date of submission of offers. The successful tenderer will then be required to sign UNICEF's standard contract for construction works (Annex A to this LRPS) and present all requested documents.

B. REQUEST FOR PROPOSAL

1.0 PROCEDURES AND RULES

1.1 ORGANISATIONAL BACKGROUND

UNICEF is the agency of the United Nations mandated to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential. Guided by the Convention on the Rights of the Child UNICEF strives to establish children's rights as international standards of behavior towards children. UNICEF's role is to mobilize political will and material resources to help countries ensure a "first call for children". UNICEF is committed to ensuring special protection for the most disadvantaged children.

UNICEF carries out its work through its headquarters in New York, 8 regional offices and 125 country offices world-wide. UNICEF also has a research center in Florence, a supply operation based in Copenhagen and offices in Tokyo and Brussels. UNICEF's 37 committees raise funds and spread awareness about the organization's mission and work.

1.2 PURPOSE OF THE LRPS

The purpose of this LRPS is to invite proposals for the provision of Complementary Construction works of Yatta Water Supply System. As detailed in Annexes (A- F) attached to this LRPS.

Annex A - UNICEF's Standard Construction Contract, its Annexes and Appendixes.

Annex B - Technical Specifications (part 1 & part 2)

Annex C - BOQs (Excel format and PDF format)

Annex D - Final Design Report

Annex E - Yatta Project Assessment Report

Annex F - Drawings

1.3 FORECAST SCHEDULE

The schedule of the contractual process is as follows:

a) Circulation of the LRPS documents + annexes by email, UNGM, Jobs.ps and Al Quds Newspaper on Friday Feb 25th, 2022.

b) Site visit and Pre-Bid conference with interested bidders will be conducted at 10:00AM on Wednesday March 9, 2022 at Yatta Municipality. Site visit and Pre-Bid conference are mandatory for all interested bidders. Please confirm your attendance by email to: optsuppliers@unicef.org not later than 15:00 on Tuesday March 8,2022

c) UNICEF response to queries/ "Technical Clarification Report" by Tuesday, 15th March 2022.

d) Closing date and time for submission of full proposal by Bidders not later than 15:00 on Thursday, 31st of March 2022.

- e) Award Notice: Monday 25 April 2022.
- f) Signature of contract: Monday, 8th of May 2022.

1.4 LRPS CHANGE POLICY

All requests for formal clarification or queries on this RFP must be submitted in writing to Supply Section via e-mail at optsuppliers@unicef.org by COB Sunday 13th March 2022.

Please make sure that the e-mail mentions the RFP reference number.

Only written inquiries will be entertained. Please be informed that if the question is of common interest, the answer will be shared with all potential RFP bidders.

Erasures or other corrections in the proposal must be explained and the signature of the applicant shown alongside. All changes to a proposal must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier proposal or state the changes from the original proposal. Proposals may be withdrawn on written request received from bidders prior to the opening time and date. Incomplete bids will not be considered.

1.5 RFP RESPONSE FORMAT

All proposals must be submitted in ENGLISH and must be received not later than 15:00 on Thursday, 31st of March 2022. in three (03) original copies for the technical proposal, and in one (01) original for the financial proposal, duly signed and dated. Bidders must submit a sealed proposal, with two separate sealed envelopes inside for a) the Technical Proposal and b) the Price Proposal.

Sealed proposals must be securely closed in suitable envelopes and dispatched to arrive at the UNICEF office in Jerusalem no later than the closing time and date. They must be clearly marked as follows:

- Outer envelope:
Name of company
LRPS number:
UNICEF
- Inner envelope (technical proposal): Name of company, LRPS number - technical proposal
- Inner envelope (price proposal): Name of company, LRPS number - price proposal

It is mandatory to submit digitalized documents (on USB Flash Disk, or CD) for the technical proposal and the financial proposal.

The original Bid bond document for 3% of the total value of bidder's financial offer and valid for 60 days of the Tender's Opening date should be included in the technical proposal envelop.

Please note that proposals received in any other manner will be invalidated.

1.6 BIDDER RESPONSE

1.6.1 Formal submission requirements

The formal submission requirements as outlined in this Request for Proposal must be followed, e.g. regarding form and timing of submission, marking of the envelopes, no price information in the technical proposal, etc.

1.6.2 Bid Form

The completed and signed bid form must be submitted together with the proposal.

1.6.3 Mandatory criteria

All mandatory (i.e. must/have to/shall/should) criteria mentioned throughout this Request for Proposal have to be addressed and met in your proposal.

1.6.4 Technical Proposal

The technical proposal should address all aspects and criteria outlined in this Request for Proposal especially in paragraph 1.12 of this Request for Proposal. However, all these requirements represent a wish list from UNICEF. The bidders are free to suggest/ propose any other solution. UNICEF welcomes new ideas and innovative approaches.

No price information should be contained in the technical proposal.

The original Bid bond document for 3% of the total value of bidder's financial offer and valid for 60 days of the Tender's Opening date should be included in the technical proposal envelop.

1.6.5 Price Proposal

The price proposal should be as per but not limited to paragraph 1.9 of this Request for Proposal.

1.6.6 Checklist for submission of proposals

- Bid form filled in and signed
- Envelope for technical proposal
- Technical proposal
- Technical proposal does not contain prices
- Envelope is sealed
- Envelope is marked as follows:
Name of company, RFP number - technical proposal

- Envelope for price proposal
- Price proposal
- Envelope is sealed
- Envelope is marked as follows:
Name of company, RFP number - price proposal

- 1 outer enveloped
- Containing - bid form, - envelope for technical proposal, and envelope for price proposal
- Envelope is sealed
- Envelope is marked as follows

Name of company
UNICEF LRPS number:
UNICEF Office - Jerusalem

It is mandatory to submit digitalized documents (on USB Flash Disk, or CD) for the technical proposal and the financial proposal.

1.7 CONFIDENTIAL INFORMATION

Information, which the bidder considers proprietary, should be clearly marked "proprietary", if any, next to the relevant part of the text, and UNICEF will treat such information accordingly.

1.8 RIGHTS OF UNICEF

UNICEF reserves the right to accept any proposal, in whole or in part; or, to reject any or all proposals. UNICEF reserves the right to invalidate any Proposal received from a Bidder who has previously failed to perform properly or complete contracts on time, or a Proposal received from a Bidder who, in the opinion of UNICEF, is not in a position to perform the contract. UNICEF shall not be held responsible for any cost incurred by the Bidder in preparing the response to this Request for Proposal. The Bidder agrees to be bound by the decision of UNICEF as to whether her/his proposal meets the requirements stated in this Request for Proposal. Specifically, UNICEF reserves the right to:

- contact any or all references supplied by the bidder(s);
- request additional supporting or supplementary data (from the bidder(s));
- arrange interviews with the bidder(s);
- reject any or all proposals submitted;
- accept any proposals in whole or in part;
- negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s);
- Contract any number of candidates as required to achieve the overall evaluation objectives.

1.9 PROPOSAL EVALUATION

After the opening, each proposal will be assessed first on its technical merits and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be recommended for approval. UNICEF will set up an evaluation panel and their conclusions will be forwarded to the internal UNICEF Contracts Review Committee.

The evaluation panel will first evaluate each response for compliance with the requirements of this RFP. Responses deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this RFP, including provision of all required information, may result in a response or proposal being disqualified from further consideration.

The proposals will be evaluated against the following:

CATEGORY - POINTS

1.9.1 Technical Evaluation Criteria

1.9.1.1 Document Establishing contractor's eligibility: (10 points)

- Legal status, registration, written power of attorney; Registration letter from Ministry of Economy, Contractor Union registration letter
- Annual turnover (construction work) in each of the last five years (\$US. NIS)
- Volume and Number of projects for each of the last five years

- Details of Current Projects and work in hand and contractual commitments
- Current and previous Clients who may be contacted for further information on those contracts
- List of construction equipment proposed to carry out the contract and the ownership or rental of equipment
- Letter from the banks for the bidder's bankers
- Information regarding a current litigation in which the bidder is involved
- A statement letter establishing that the bidder is a separate company or joint venture (including all members of a joint venture) and that the bidder was not part of the design and BOQ preparation

1.9.1.2 Experience of Company and Key Personnel: (20 points)

- Company past performance in General Projects (Reference letter from previous clients)
- Company past performance in similar construction Project: Schools, Sanitary Facilities (Reference letter from previous clients)
- Experience of Key Staff (CVs for staff in office)
- Experience of Technical Personnel Proposed for the Contract (Project personnel)

1.9.1.3 Proposed Methodology and Approach: (40 points)

- Work Method Statement
- Activities Time Schedule
- Materials Time Schedule
- Safety plan
- Quality assurance plan

Total Technical: (70 points)

Only Technical proposals which receive 50 points or higher will be considered further.

1.9.2 Price Proposal: (30 points)

The total amount of points allocated for the price component is 30. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.

Score for price proposal X
 {Equal}
 Max. Score for price proposal
 {Multiply}
 Price of lowest priced proposal
 {Divided}
 Price of proposal X

Total Technical and Price (100 Points)

UNICEF will award the contract to the vendor, whose response is of high quality, clear and

meets the projects goals, including:

The price/cost of each of the technically compliant proposals shall be considered only upon evaluation of the above technical criteria.

The bidders should ensure that all pricing information is provided in accordance with the following:

The currency of the proposal shall be in New Israeli Shekel (NIS). Invoicing will be in the currency of the proposal. The bidder will suggest a payment schedule for the Contract, linked to unambiguous Contract milestones.

UNICEF is a tax exempted entity. All rates must be submitted net of any direct taxes including the Value Added Tax (VAT) and accordingly no VAT will be paid under this RFP. In the event that the Contractor fails to acquire the necessary tax clearance certificate, UNICEF retains the right to in cash his bonds without prior notice and if necessary terminate the contract.

1.10 PROPERTY OF UNICEF

This RFP, along with any responses there to, shall be considered the property of UNICEF and the proposals will not be returned to their originators. In submitting this proposal the bidder will accept the decision of UNICEF as to whether the proposal meets the requirements stated in this RFP.

1.11 VALIDITY

Proposal must be valid for a minimum of ninety (90) days from the date of opening of this RFP and must be signed by all candidates included in the submission. For proposals from institutions, the proposal must also be signed by an authorized representative of the institution. Bidders are requested to indicate the validity period of their proposal in the Proposal Form. UNICEF may also request for an extension of the validity of the proposal.

1.12 CONTRACTUAL TERMS AND CONDITIONS

The UNICEF Special and General Terms and Conditions are attached and will form part of any contract resulting from this RFP.

1.13 FULL RIGHT TO USE AND SELL

The bidder warrants that it has not and shall not enter into any agreement or arrangement that restrains or restricts UNICEF or the recipient Governments rights to use, sell, dispose of or, otherwise, deal with any item that may be acquired under any resulting Contract.

1.14 PAYMENT TERMS

Payment will be made only upon UNICEF's acceptance of the work performed in accordance with the contractual milestones. The terms of payment are Net 30 days, after receipt of invoice and acceptance of work. Payment will be effected by bank transfer in the currency of billing. Financial proposals should include proposed stage payments.

1.15 Performance GUARANTEE

1 The Contract must be accompanied by a Performance Guarantee unconditional and cashable on demand of 10% (ten percent) of the total cost of the services. The Performance Guarantee may be in the form of a bank guarantee in NIS issued by a bank located in Palestine and acceptable to UNICEF.

2 The Performance Guarantee shall remain valid 30 days after the

expected Substantial Completion of the works according to the draft timeline. If for any reason the works are delayed, the Contractor shall have to submit a new Performance Guarantee valid 30 days after the revised Substantial Completion of the works. This new Performance Guarantee shall have to be submitted at least two months before the expiring date of the original Performance Guarantee.

3. If the Contract allows for taking over of sections or separable parts of the Works are provided the Performance Guarantee shall be valid until the issuance of the last Certificate of Substantial Completion.

4. The Performance Guarantee shall be released upon issuance of the Substantial Completion Certificate and of the Defect Liability Period.

5. UNICEF shall have the right to claim payment on the Performance Guarantee in the event that the Contractor does not comply with contractual commitment and deliverables.

1.16 DEFECT LIABILITY PERIOD

1. The Contractor shall submit to UNICEF a Defect Liability Period Guarantee unconditional and cashable on demand of the value of 5% of its contractual amount upon issuance of the Taking over Certificate. This Defect Liability Period Guarantee shall be valid for the duration of Twelve (12) months Defect Liability Period. This guarantee shall be returned to the Contractor upon issuance of the Final Completion Certificate.

2. UNICEF has the right to claim payment on the Defect Liability Period in the event that the Contractor does not comply with contractual commitments and deliverables.

C. STATEMENT OF WORK

1. BACKGROUND INFORMATION

UNICEF secured approval to the provision of complementary construction works of Yatta Water Supply System.

2. Scope of the work
For detailed description of the works refer to the enclosed Technical specifications (part 1 &2), Bill of Quantities (BOQs), drawings, Final Design Report, Assessment Report attached in Annexes (A-F).

3. The mentioned works must be done with respect to the norm sequence of activities and needed intersections with reference to specifications to complete the works with the required quality.

4. The contractor(s) must utilize his resources to complete the works as quick as possible. All works shall be carried out according to the specifications and under the supervision and as directed by Quality Assurance & Supervision Company, UNICEF Project Manager, Yatta Municipality and PWA and any related party when applicable.

5. The selected contractor will conduct the construction of the said works by considering the following but not limited to:
- The contractor will report to UNICEF Project Manager.

- Submit detailed shop drawings for the approval of the engineer before starting the work.
- Provide samples of all materials to be inspected and validated by the Client's technical committee (UNICEF, Yatta Municipality, PWA) before starting the works.
- Protect all materials, Yatta completed works property and public service equipment in the vicinity of the works.
- Clean the places and transport the debris and litter collected to the approved dumpsite.
- Dumping of rubble and unwanted materials to approved site all as directed by the Engineer.
- Coordinate all works with: Quality Assurance Supervision Company, UNICEF Project Manager, Yatta Municipality and PWA.
- Repair any damage of any service at full satisfaction of relevant Service Authorities.
- Prepare and hand out detailed Shop Drawings and As-Made Drawings including all layouts of the lines, exact levels of the executed works required according to General Conditions, Specifications, Drawings and Contract Documents.
- Project sign and Handing over

6. Expected Deliverables:

1. The contractor will report to UNICEF project Manager.
2. Before commencement of the implementation, the contractor shall provide UNICEF with a detailed work plan including a schedule of works (Time Schedule), safety plan and quality assurance plan as work need.
3. The contractor shall designate an engineer to coordinate with UNICEF project manager as requested by UNICEF.
4. The contractor shall provide original certificates for materials or catalogs and equipment supplied to the project. All shall be verified by Quality Assurance Supervision Company, UNICEF Project Manager, Yatta Municipality and PWA.
5. Progress monthly technical reports of implementation in accordance with instructions of the Engineer.
6. Testing and commissioning in accordance with relevant standards and as per the Specifications and Performance Requirements of the Tender Documents.

7. The Scope of Works shall be completed in accordance with the scope of work outlined in the Technical Specifications (part 1 and part 2), Drawings, Bill of Quantities, Assessment Report and Final design report attached to this LRPS# 9173345.

The Scope of Works shall also be deemed to include anything that is not listed in the attached Annexes but may reasonably be inferred to be necessary for the completion of the Works. The contractor will be supervised by Quality Assurance Supervision Company, UNICEF Project Manager, Yatta Municipality and PWA.

7. PROJECT DURATION:

- Contract's Duration is 12 calendar month and 12 month defects liability period. Bidders should submit Activities Time Schedule as part of the technical proposal.
- The contract will be awarded to one or more contractor/s for all works specified.

Please refer to the attached:

- Bills of Quantity
- Drawings
- Final Design Report
- Assessment Report
- Technical Specifications.

3. BIDDER'S RESPONSE

To establish your qualifications, please provide the following in your response :

3.1 Overall Response: Bidders should complete all relevant sections and provide all technical information needed according to the RFP. Bidder may include any relevant information and justification on the incomplete sections as clearly indicated below;

3.2 Technical Proposal (Please fill this accurately as technical evaluation will depend on the information provided here, UNICEF must request original documents from bidders to verify the information below)

3.2.1 Document Establishing contractor's eligibility:
#Legal status, registration, written power of attorney;
#Annual turnover (construction work) in each of the last five years.
#Experience in works of a similar nature.
#The contractor CV indicating his work experience including type and volume of work especially of the last five years.
#Contact Person
#Volume for each of the last five years.
#Details of work in hand and contractual commitments.
#Clients who may be contacted for further information on those contracts.
#Major items of construction equipment proposed to carry out the contract.
#Authority to seek references from the bidder's bankers.
#Information regarding any current litigation in which the bidder is involved, the parties' concerned and disputed amount.
#A statement establishing that the bidder (including all members of a joint venture) and his subcontractors are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity having prepared the design, specifications, and other bidding documents for the project or being proposed as Engineer for the Contract.

3.2.2 Experience of Company and Key Personnel:
Company past performance
Quality of work certificate/letter
The contractor's staff experience :Provide detailed list of company personnel, position, qualifications, type of experience and years of experiences, contract nature (casual, permanent, etc.) as in the attached below, however bidders can provide additional info if they see relevant
Experience of key staff
Experience of technical personnel proposed for the contract.

Employee No.: (1)
Name: (xxx)
Contract type: (Example, Permanent, casual)
Qualifications: (i.e. BSc civil engineering)
Years of experience :(5)
Experience and other remarks: (Example: 4 years in networks construction, 1 year in road construction)

3.2.3 Machines and Equipment: list all equipment and machines owned by the company or it intends to hire for the implementation of the project, state clearly which equipment already exist and the ones to be hired. The machine type, model, year of manufacturing, state (condition), and use. The following table explains:

Machine/vehicle type: Excavator
Use: excavation
Make/model: CAT/XX
Year of manufacture: 2006
Condition: Good, fair, etc.

3.2.4 Company experience: List all projects that have been implemented solely or jointly with other companies. State the project owner, project budget, and duration for implementation, provide any performance certificates issued to the company.

Project name: xx
Budget (\$): xx
Beneficiary and Donor: xx, xx,
Location(s): Bethlehem...etc
Type of work: Construction, water, road
Remarks: Copy of Recommendation letter included

3.2.5 Proposed Methodology and Approach:

- Work method statement.
- Activities time schedule.
- Materials time schedule.
- Safety plan.
- Quality assurance plan.

Each of the above must be clearly explained in detail to be considered in proper technical evaluation.

3.2.6 Completion period: State the implementation period along with the proposed schedule for physical works. UNICEF expects the construction works to be completed in less than 12 months.

3.3 Price Proposal:
Must be provided as per Bill of Quantity (BOQs)

Priced BOQ; All prices in BoQ must be submitted net of any direct taxes including the Value Added Tax (VAT) and accordingly no VAT will be paid under this RFP. Prices must be in NIS.

Prices Breakdown Analysis.

If there are errors in calculation, Unit price will be used unless the unit price is unrealistic.

3.4 Site Visit and queries:

UNICEF in coordination with Yatta Municipality and PWA will organize a meeting and a site visit for bidders to the targeted area. The date of the meeting and the site visit will be as below:

Site visit and Pre-Bid conference with interested bidders will be conducted at 10:00AM on Wednesday March 9, 2022 at Yatta Municipality. Site visit and Pre-Bid conference are mandatory for all interested bidders. The meeting point will be Yatta Municipality at 9:30am and the visit will start at 10:00am

Please confirm your attendance by email to : optsuppliers@unicef.org not later than 15:00 on

Tuesday March 8, 2022

Please make sure you have your own transportation. Any questions or queries from invitees will be entertained only in the meeting and during the site visit.

4. Anti-terrorism measures:

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNICEF funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNICEF hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all subcontracts or sub-agreements entered into under this Contract.

List of Annexes:

- Annex A - UNICEF's Standard Construction Contract, its Annexes and Appendixes.
- Annex B - Technical Specifications (part 1 & part 2)
- Annex C - BOQs (Excel format and PDF format)
- Annex D - Final Design Report
- Annex E - Yatta Project Assessment Report
- Annex F - Drawings

INSTRUCTION TO PROPOSERS

1. MARKING AND RETURNING PROPOSALS

1.1 Proposals shall be submitted in the manner specified earlier in this solicitation document. Detailed submission guidance at paragraphs 1.7, 1.8 and/or 1.9 should then be followed accordingly.

1.2 The Bid Form/Request for Proposal for Services Form must be signed, and submitted together with the Proposal. The Bid Form/Request for Proposal for Services Form should be signed by the duly authorized representative of the submitting company.

1.3 Proposals must be clearly marked with the RFP(S) number and the name of the company submitting the Proposal.

1.4 Proposers should note that Proposals received in the following manner will be invalidated:

- a) with incorrect (as applicable) postal address, email address or fax number;
- b) received after the stipulated closing time and date;
- c) failure to quote in the currency(ies) stated in the RFP(S);
- d) in a different form than prescribed in the RFP(S).

1.5 Technical Proposal: The Technical Proposal should address the criteria and requirements outlined in this RFP(S), paying particular attention to its schedules/Terms of Reference/Statement of Work and its evaluation criteria. It is important to note that UNICEF actively welcomes innovative proposals and original solutions to the stated service/goods need.

NO PRICE INFORMATION SHOULD BE CONTAINED IN THE TECHNICAL PROPOSAL.

1.6 Price Proposal: The Price Proposal should be prepared in accordance with the requirements contained in the schedules/Terms of Reference/Statement of Work for this RFP(S).

1.7 Sealed Proposals (as applicable)

1.7.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.7.2 The Proposal must be sent for the attention of unit/team and address as specified in this RFP/RFPS. Proposals not sent in this manner will be disqualified.

1.7.3 They must be clearly marked as follows:

* Outer sealed envelope:

Name of company
[RFP(S) NO.]
[NAME OF UNIT & UNICEF OFFICE ADDRESS]

* Inner sealed envelope - Technical Proposal (1 original and 2 copies): Name of company, RFP(S) number - technical proposal

* Inner sealed envelope - Price Proposal (1 original and 2 copies): Name of company, RFP(S) number - price proposal

No price information should be provided in the Technical Proposal.

Proposals received in any other manner will be invalidated.

1.7.4 In case of any discrepancy between an original and a copy, the original will prevail.

1.7.5 Any delays encountered in the mail delivery will be at the risk of the Proposer.

1.8 Faxed Proposals (as applicable)

1.8.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.8.2 Faxed Proposals must be returned to the ONLY ACCEPTABLE FAX NUMBER for Proposals as specified in this RFP(S) Document. Proposers should note that Proposals received at any other fax number will be invalidated.

No price information should be provided in the Technical Proposal.

1.9 E-mailed Proposals (as applicable)

1.9.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.9.2 All e-mailed Proposals must be submitted to the ONLY ACCEPTABLE E-MAIL ADDRESS as specified in this solicitation document. No other recipient should be "Cc" or "Bcc" in the e-mail submission. Proposals not sent in this manner will be disqualified.

1.9.3 All Proposals submitted by e-mail must be submitted as email attachments. The Technical Proposal and Price Proposal must be sent as separate attachments and clearly indicated as such in the file name (e.g. Company ABC Technical Proposal, Company ABC Price Proposal). Email links (e.g. to documents to be downloaded from cloud based folders) are not acceptable unless otherwise specifically requested. Proposals submitted as a link or through a link will be invalidated.

2. OPENING OF PROPOSALS

2.1 Proposals received prior to the stated closing time and date will be kept unopened. UNICEF will open Proposals when the specified time has arrived and no Proposal received thereafter will be considered.

2.2 UNICEF will accept no responsibility for the premature opening of a Proposal which is not properly addressed or identified.

2.3 In cases when a Public Opening is held, the invited proposers, or their authorized representative, may attend the public Proposal opening at the time, date and location specified in the RFP(S) documents.

3. UNGM REGISTRATION

3.1 UNICEF is part of the United Nations Global Marketplace(UNGM). Accordingly, all proposers are encouraged to become a UNICEF vendor by creating a vendor profile in the UNGM website: www.ungm.org

4. AWARD NOTIFICATION

4.1 UNICEF reserves the right to make a public notification of the outcome on an RFP(S) advising product/service, awarded supplier and total value of award.